



## SAN MATEO UNION HIGH SCHOOL DISTRICT

### CERTIFICATED JOB DESCRIPTION

**JOB TITLE:** Instructional Coach

**REPORTS TO:** Principal or Designee

**SITE:** Various

**CLASSIFICATION:** Certificated

**WORK YEAR:** Teacher Work Calendar

**SALARY:** Salary Schedule Placement **EFFECTIVE DATE:**

**APPROVED BY THE BOARD OF TRUSTEES:** AUGUST 11, 2022

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#### Qualifications

##### Education/Training Experience

- Possession of a Clear Credential and a minimum of five years successful high school teaching experience.
- Strong interpersonal communication and collaboration skills.
- Knowledge of the state-adopted academic content and standards and performance levels for students, state-adopted curriculum frameworks, and the California Standards for the Teaching Profession.
- Knowledge and experience in using a variety of effective, research-based instructional strategies for diverse groups of learners.
- Experience in working with English Learners and/or other language minority students.
- Willingness to deepen their understanding of and responsiveness to cultural, ethnic, cognitive, linguistic and gender diversity.
- Willingness to deepen their understanding of and use of effective formative assessment practices.
- Demonstrated leadership ability.
- Meets highly-qualified teacher status.

#### Qualifications (desirable):

- At least two years of teaching within SMUHSD.
- Permanent, certificated SMUHSD employee.
- Strong verbal, written and technology skills.
- Experience in designing and leading staff training or professional development for adult learners.
- Recent experience with peer observations or student shadowing and teacher coaching.
- Induction (BTSA) mentor trained.

#### **JOB ESSENTIAL FUNCTIONS:**

##### Instructional Coaching responsibilities

1. Assists and coaches teachers during the full evaluation process in a collaborative, growth oriented model of observation, conversation, and feedback to analyze and reflect on the teacher's practice to promote quality instruction.
2. Engages in a minimum of at least five coaching cycles per year per teacher, no fewer than two coaching cycles per teacher in a semester. Cycles can consist of, but are not limited to: a)

- pre-lesson meeting(s); b) observation or lesson taught; c) debrief or ASW and reflection. Each component of the observation cycle takes approximately one class period.
3. Provides individualized, classroom-based coaching with participants to support them in implementing good instructional practices in order to meet teacher's established goal.
  4. Maintains written and verbal evidence of teachers' progress toward their growth goal in compliance with the guidelines outlined in the Teacher Evaluation Handbook.
  5. Establishes and maintains collegial rapport with participating teachers.
  6. Participate fully in SMUHSD trainings that occur, both during and outside of the contract day, on a near monthly basis. Trainings that occur outside of contract hours will be paid at the variable rate.
  7. Works collaboratively and collegially with administration, other Instructional Coaches, curriculum specialists, teacher-leaders and District specialists.
  8. Works with administration and other school leaders to align teachers' goals to site-based as well as District-based goals.

#### Induction Mentor Responsibilities

1. Develop a trusting and reflective partnership with your candidate honoring confidentiality
2. Support candidate(s) in their Individualized Learning Plan (ILP) for induction.
3. Formally observe candidates at least twice, engage in inquiry activities as informed by the candidate's ILP.
4. Attend induction mentoring training in addition to Instructional Coaching training, both during and outside of the school day. Trainings outside of the contract day are paid at the PD variable rate.
5. Assist candidates in identifying and utilizing site and community resources, develop a system of support, and facilitate learning conversations between candidate and site administrator to discuss candidate's goals.
6. Meet, record, and submit documentation of an average of no less than one hour per week of individual support/mentoring.
7. Set and revisit professional mentoring goals applicable to candidate support.
8. Participate in mentor-focused feedback cycles with Induction Program Coordinator or Lead Mentor.
9. Participate in ongoing program evaluation and provide feedback on the program's effectiveness

#### OTHER REQUIREMENTS:

- Department of Justice fingerprint clearance.
- Evidence of tuberculosis clearance.

#### Employment Standards:

- Incumbent must be able to perform essential functions above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Trustees, students, parents and the general public.

### **Staffing Accommodation:**

The Instructional Coach to Teacher on full evaluation ratio is recommended at 0.2:5 teacher FTE. Instructional Coaches working with induction teachers should support at a ratio of 0.2:4 teacher FTE. Sites that exceed this ratio may implement the following at the discretion of the site administration:

- **\$3,000 stipend for a qualified mentor to support a candidate teacher in the induction program, for each teacher above the ratio. This should be limited to one induction teacher per mentor.**
- **\$3,000 stipend for an Instructional Coach to support one teacher through full evaluation, for each teacher above the ratio. This should be limited to two teachers on evaluation per instructional coach.**
- **\$3,000 stipend for an Education Specialist Advisor to co-support a teacher in the induction program with an induction mentor in order to make sure credential match support is provided.**

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

### **SMUHSD Equity Vision**

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

### **Equal Opportunity Employer Statement**

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

### **DISASTER SERVICE WORKERS:**

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster

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Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.